

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

May 2, 2005

SUBJECT: REPORTING COMMUNITY MEETINGS - REVISED

PURPOSE: This Order revises Special Order No. 7, 2000, *Reporting Community Meetings*. Several new meeting categories have been developed since the publication of the Order. This Order revises the Community Meeting Request/Critique, Form 1.83.1, and Area Community Meeting Summary, Form 1.83.3, and revises and renames the Basic Car Coordinator (BCC) Community Meeting Summary, Form 1.83.5. In addition, it deactivates the position of BCC and creates the position of the Senior Lead Officer (SLO) Supervisor which will assume the responsibilities formerly held by the BCC.

PROCEDURE:

I. COMMUNITY MEETING REQUEST/CRITIQUE, FORM 1.83.1 - REVISED.

The Community Meeting Request/Critique, Form 1.83.1, is revised from a two-sided page form to a single sided page form.

A. Use of Form and Completion. The use and completion of this form has not changed.

B. Distribution.

1 - Original, retained by Area/Traffic Division.

1 - Total

If the meeting was not attended by Department personnel:

1 - Original, retained by Area/Traffic Division.

1 - Copy to the geographic bureau commanding officer.

2 - TOTAL

II. AREA COMMUNITY MEETING SUMMARY, FORM 1.83.3. The Area Community Meeting Summary, Form 1.83.3, is revised to add several meeting categories.

A. Use of Form and Completion. The use and completion of this form has not changed.

B. Distribution.

- 1 - Original, retained by Area/Traffic Division.
- 1 - Copy to the geographic bureau commanding officer.

2 - TOTAL

III. BASIC CAR COORDINATOR COMMUNITY MEETING SUMMARY, FORM 1.83.5 - REVISED AND RENAMED. The BCC Community Meeting Summary, Form 1.83.5, is revised to add several meeting categories and is renamed the SLO Supervisor Area Community Meeting Summary.

A. Use of Form. The use of this form has not changed.

B. Completion. This form is completed by the respective SLO Supervisor.

C. Distribution.

- 1 - Original, retained by Area/Traffic Division.
- 1 - Copy to the geographic bureau commanding officer.

2 - TOTAL

IV. BASIC CAR COORDINATORS - DEACTIVATED. The Basic Car Coordinator's responsibilities formerly held by line supervisors have been eliminated and the position of the BCC has been deactivated.

V. SENIOR LEAD OFFICER SUPERVISOR - ESTABLISHED. The position of the SLO Supervisor has been established. The SLO Supervisor assumes all responsibilities formerly held by the BCC.

VI. EMPLOYEE'S RESPONSIBILITY. Upon attending a meeting and completing the Community Meeting Request/Critique, Form 1.83.1, the involved employee shall forward the form to the SLO Supervisor. In the event the employee assigned to a meeting cannot attend, the watch commander and/or the SLO Supervisor shall be immediately notified.

VII. SENIOR LEAD OFFICER SUPERVISOR'S RESPONSIBILITY. In addition to those responsibilities formerly held by the BCC, the SLO Supervisor shall:

- * If notified by officer(s) assigned to a pre-scheduled community meeting of their inability to attend the meeting, the SLO Supervisor shall attempt to assign another officer(s) to attend; and,
- * If unsuccessful, the SLO Supervisor shall notify the contact person (i.e., the person requesting the community meeting) in a timely manner regarding the unforeseen circumstances for non-attendance.

VIII. WATCH COMMANDER'S RESPONSIBILITY. In addition to already established responsibilities, if the watch commander is unable to assign a replacement officer(s) to attend a community meeting, the contact person shall be notified of the non-attendance.

IX. AREA COMMANDING OFFICER'S RESPONSIBILITY. The Area commanding officer's responsibilities have not changed.

X. BUREAU COMMANDING OFFICER'S RESPONSIBILITY. The geographic bureau commanding officer is responsible for reviewing each Area Community Meeting Summary Form, SLO Supervisor Community Meeting Summary Form and each Community Meeting Request/Critique Form indicating cancellation or non-attendance, and forward a copy of each to the Community Policing Unit, Assistant to Director, Office of Operations.

XI. ASSISTANT TO THE DIRECTOR, OFFICE OF OPERATIONS' RESPONSIBILITY. The responsibilities formerly held by the Commanding Officer, Planning and Research Division, pertaining to the distribution of the Area Community Meeting Summary Form annual report shall now be assumed by the Assistant to the Director, Office Of Operations.

FORM AVAILABILITY: The Community Meeting Request/Critique, Form 1.83.1, Area Community Meeting Summary, Form 1.83.3, and the SLO Supervisor Community Meeting Summary, Form 1.83.5, will be available for ordering from the Department of General Services, Distribution Center, in about 30 days and will be placed on the Department's Local Area Network (LAN). Copies of the forms are attached for duplication and immediate use.

AMENDMENTS: This Order amends Sections 3/240.25, 5/1.83.1, 5/1.83.3 and 5/1.83.5 of the Department Manual.

AUDIT RESPONSIBILTY. The Chief of Staff shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
CHIEF OF POLICE

Attachments

DISTRIBUTION "A"